

## BROADCAST 2480

DATE: Dec. 17, 2003

TO: LDSS directors/superintendents, office managers  
Foster Care staff, adoption staff, benefits managers  
CSA coordinators, licensed child placing agency service, finance and management personnel

FROM: David Mitchell, VDSS Chief Financial Officer, Division of Finance  
Ray Goodwin, VDSS Acting Director, Division of Family Services  
Duke Storen, VDSS Director, Benefit Programs

SUBJECT: Claiming Title IV-E Allowable Costs: Statewide Technical Assistance  
Notification of Seminar Dates

CONTACTS: Therese Wolf at (804) 726-7522 or [therese.wolf@dss.virginia.gov](mailto:therese.wolf@dss.virginia.gov),  
David Stankavich at (804) 726-7344 or [david.stankavich@dss.virginia.gov](mailto:david.stankavich@dss.virginia.gov)

This broadcast contains the following acronyms:

LDSS - Local Department of Social Services  
VDSS – Virginia Department of Social Services

### **PURPOSE**

VDSS will be providing statewide technical assistance seminars focused on claiming Title IV-E reimbursements for eligible children in foster care. Primary areas to be covered will include:

- Maintenance and administrative costs for local department approved foster homes
- Maintenance and administrative costs for licensed child placing agency foster homes
- Maintenance payments to foster care homes approved and monitored under the auspices of for-profit licensed child placing agencies

These technical assistance seminars are appropriate for all individuals in both the LDSS and licensed child placing agencies involved in determining and authorizing Title IV-E allowable costs. We encourage financial and program staff to attend to ensure accuracy as we further our efforts of maximizing the availability of IV-E funds in Virginia.

### **SEMINAR DATES, LOCATIONS AND REGISTRATION**

Twelve technical assistance seminars will be provided in six locations throughout the Commonwealth. Duplicate sessions will be offered in the morning from 9:00 to 12:00 and in the afternoon from 1:00 to 4:00. Interested individuals are to register for one session only. Seating is limited to 60 people per session and registration will be on a first come/first serve basis. Please dress comfortably (casual business).

In the event of inclement weather, participants are responsible for verifying that the seminar location plus surrounding local and State facilities are open. If these locations are closed or if there is a delay in the opening of these same facilities, both sessions for that day will be canceled.

To register, please complete the information on the VDSS Registration Form and fax it to the number indicated for that session (see table below). Registrations will NOT be taken over the phone. Confirmations will be sent via e-mail if addresses are provided on the form by the registration deadline. The registration form and specific directions to each site can be found on the VDSS Intranet Local Agency Website at:

(<http://www.localagency.dss.state.va.us/divisions/finance/frutat/index.html>).

<b><u>Seminar Location</u></b>	<b><u>Seminar Date</u></b>	<b><u>Registration Deadline 5:00PM on</u></b>	<b><u>Registration Fax #</u></b>	<b><u>Phone # (Not for Registering)</u></b>
Charlottesville – UVA Campus	Wed., Jan. 7, 2004	Jan. 5, 2004	(804) 726-7354	Finance Division (804) 726-7200
Roanoke – State DCSE office, Roanoke	Tues., Jan. 20, 2004	Jan. 12, 2004	(540) 853-6383	Piedmont Area Training Ctr. (540) 853-6380
Abingdon – State field office, Abingdon	Wed., Jan. 21, 2004	Jan. 12, 2004	(276) 623-2196	Western Area Training Ctr. (276) 623-0134
Tidewater – State field office, Va. Beach	Wed., Jan. 28, 2004	Jan. 21, 2004	(757) 727-1932	Eastern Area Training Ctr. (757) 727-1880
Northern Virginia – Next to the State field office, Warrenton	Mon., Feb. 2, 2004	Jan. 26, 2004	(703) 324-8508	Northern Area Training Ctr. (703) 324-7836
Central Virginia – State field office, Henrico	Fri., Feb. 6, 2004	Jan. 30, 2004	(757) 727-1932	Eastern Area Training Ctr. (757) 727-1880